

NSHS ESC MEETING MINUTES for 5 April 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Update Directorate Processes
2. Review element 5 & 6 of the Quality Manual
3. Redline Customer Evaluation Process
4. Redline Internal Audit Process

LEADER: CAPT Wynkoop
FACILITATOR: CDR Whalen, CDR Baker,
LCDR Kennedy, LT Leonard, MR
Kirkbride

TIME:
FROM: 09:00 TO: 1100

MEMBERS PRESENT

- CAPT Wynkoop
- CAPT Younger
- CDR Hearin
- HMCM Castillo
- HM2 Pitt
- MR Behnke
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- CDR Luke
- MR Dumbeck
- LCDR Kennedy (Adhoc)
- CDR Whalen (Adhoc)
- LT Leonard (Adhoc)
- CDR Baker (Adhoc)
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MEMBERS NOT PRESENT

- LT Miller
- CAPT Miller
- CDR Bryson
- CAPT Welbourn
- Mr. Kirkbride (Adhoc)
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AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The CO opened the meeting with a review of the agenda and ESC minutes of 29 March 2001.	CAPT Wynkoop	
Update Directorate processes	Directors briefed their directorate processes. Action Item: OA will brief draft-training matrix to ESC members at 12 April ESC meeting.	Directors CDR Hearin	
Elements 5 & 6	The ESC members were briefed on the changes to elements 5 & 6 of the Quality Manual	CDR Whalen	
Customer Evaluation process	The ESC members edited the redlined Customer Evaluation process	CDR Whalen	
Internal Audit Process	The ESC members edited the redlined Internal Auditor Process.	CDR Whalen	
Set agenda for next meeting	Next scheduled ESC meeting is 12 April 2001	ESC members	
Open action items	Action item: Contact Mr. Moses or Ms. Hobson to develop a more graphic pyramid for the Quality Manual.	Mr. Kirkbride	